

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: December 17, 2008-December 30, 2008**

Announcement Number: 09-FCIP-003

Job Title, Series, Grade: Program Specialist, GS-0301-09, PD# 07Z420

Salary Range: GS-09 step 1: \$52,740

Promotion Potential: GS-11 (Currently, \$63,811)

Work Schedule: Full-Time

Duty Location: San Francisco, CA

Who May Be Considered: US Citizens

Duties: This position is located in the Western Regional Office of the Food and Nutrition Service. The incumbent in this position provides training and technical assistance to State and other cooperating agencies, evaluates administration and operation of programs, and assists in resolution of problems interfering with the delivery of program services.

Eligibility Requirements: Applicants must be U.S. Citizens.

Qualification Requirements:

Specialized Experience:

Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes performing portions of projects or studies related to social service programs; preparing written documents associated with those projects or studies (e.g., work papers), and orally presenting this information to an audience.

OR

Education:

2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D in a related field.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

How to Apply: Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [Vets Info Guide](#))
4. The following materials are recommended: A copy of a college transcript or a list of college courses.

Application packages must be submitted **by the closing date**, via email or fax, to the following contact (mailed applications will not be accepted):

Douglas Schott – HR Specialist
Fax: 304-480-8358
Email: Douglas.Schott@bpd.treas.gov

For Questions:

Douglas Schott
304-480-8327

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.